

# ATTACHMENT A

## SOLICITATION NO. 0400000174

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

### Purpose

The Contract is awarded on behalf of the Oklahoma Department of Agriculture, Food & Forestry (ODAFF). The Oklahoma Bureau of Standards is an agency of the Oklahoma State Department of Agriculture, Food, and Forestry. The purpose and authority of the Bureau of Standards, as defined in Title 2, Article 14, Section 14-1 through 14-7 of the Oklahoma Statutes, is to provide the highest level of calibration for weighing and measuring standards for the State of Oklahoma. The statute also states that the Bureau will be made available to all state departments, municipal and private corporations, and citizens of this state. Current areas of service include mass (Echelon I, II, and III), length (tapes and rigid rule), and volume (gravimetric and volume transfer).

The Bureau provides accurate traceable standards to both legal and private metrology clientele. Legal metrology customers consist of weights and measures regulatory agencies such as the Department of Agriculture, Food, and Forestry's Weights and Measures Program along with the Corporation Commission's Liquid Measuring Device (Motor Fuel) Program. Private enterprise sectors served by the Bureau include aeronautics, aerospace, automotive, biomedical, energy, environmental, healthcare, manufacturing, nuclear, petroleum, and pharmaceutical industry (research & development and quality assurance) together with investigative work when requested.

The metrology laboratory of the Bureau is a certified participant in the Measurement Assurance Program of the National Institute of Standards and Technology (NIST) and all calibrations and tests performed by the Bureau are traceable to NIST. State metrologists attend the annual regional quality assurance program meeting (SWAP) for training and analysis of interlaboratory comparison data. The Bureau meets the criteria in ISO/IEC 17025:2005, ANSI/NCSL Z540-1-1994 Part 1, and is accredited as a calibration laboratory by the National Voluntary Laboratory Accreditation Program (NVLAP Lab Code 200396-0).

#### 1. **Contract Term and Renewal Options**

The initial Contract term will begin on date of purchase order through one year.

#### 2. **Contract Obligations**

Supplier obligations are set forth below:

### Exhibit 1

Delivery, Installation, Training, Support & Service:

- a. Shipping costs shall include with FOB to the destination agency located in Oklahoma City, Oklahoma.
- b. Factory trained service personnel shall perform installation.
- c. Installation by Supplier shall include initial onsite operator training on system use and preventative maintenance.
- d. Supplier shall provide the manufacturer's operator manual for the system.
- e. During installation, Supplier shall verify and provide documentation that the system meets manufacturing performance criteria.

Supplier shall provide a minimum of a manufacturer's one (1) year on-site warranty including parts, travel, labor and instrument control software updates.